# TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed to be University, established under Section 3 of the UGC Act, 1956)

**(A Grant-In-Aid Institute under the Ministry of Education, Government of India)**

## Guidelines for Confirmation of Admission for the academic year 2025-26

**Dear Candidate,**

Congratulations on securing admission to your preferred programme at TISS. Please find below the instructions for confirmation of your provisional admission.

### I: Admission Timeline

The admission timelines may be accessed on following link given below:

https://admissions.tiss.ac.in/view/6/admissions/ma-admissions/admission-calendar/

**Note:**

1. Failure to pay the fees as per the scheduled timeline will lead to cancellation of the allocated seat. No candidate will have claim over the allocated seat after the deadline to pay the fees. Such seats will be offered to the next eligible candidate in the waiting list.

2. Your admission selection status from the merit list or from the wait list is only provisional, subject to verification of documents and confirmation of fulfillment of all eligibility criteria. Only Payment of fees does not guarantee/claim the admission.

3. If you are found ineligible or are not able to upload necessary mandatory valid documents as per the admission procedures and within prescribed deadline, your provisional admission would stand cancelled and fees paid, if any, would be refunded as per the UGC/Institute regulations on the matter.

4. You are advised to confirm your provisional admission by payment of fees and uploading the required documents/certificates as mentioned above well in advance to avoid probable network congestion on the last day.

### II. Steps to confirm admission

1. **Go to https://admissions.tiss.ac.in site to check PG 2025 merit result**

2. **Login to the Samarth portal link   https://tisscuet.samarth.edu.in  with credentials provided as instruction in the merit list and pay the applicable fees for the programme under respective category as per the amount given in the payment link.**

   All candidates are required to pay the prescribed fees for the respective categories, as applicable to confirm their provisional admission.

### III. List of documents to be produced at the time of document verification

1. List of mandatory and optional document list are given in the Samarth portal. You are required to upload all mandatory documents and additional supporting documents, if selected under any reservation category, to secure the allotted seat and the provisional admission. Failure to upload any document in the portal within the specified time, will lead to cancellation of the allotted seat and provisional admission with no further communication. In such cases candidate will have no claim for the seat allotted only because of fee has paid  and fee paid, if any, will be refunded.

2. **Certificate / Documents to be produced by candidates belonging to reserved categories:**

Candidates belonging to SC/ST/OBC(NC)/EWS/PWD/Kashmiri Migrant (KM)/Armed Forced (AF) and NE state categories have been provisionally selected for admission under the category chosen in the online application form. However, these candidates need to upload valid documents to confirm the provisional admission and produce the original documents at the time of online/physical document verification as and when it is notified.

I. Scheduled Caste/ Scheduled Tribe Certificate in the prescribed format issued from the competent authority

II. A valid OBC(NC) Certificate (Valid Non-Creamy layer certificate) issued after 31/03/2025. Expired certificates and acknowledgement receipts will not be considered as valid.

III. Income Certificate (issued by a competent authority) of the preceding Financial Year i.e. 2024-25 for those admitted under SC/ST/OBC(NC) candidates who are eligible for GOI-Post Matric Scholarship.

IV. Income and Assets Certificate in the prescribed format issued by a competent authority (only for candidates provisionally admitted under EWS category) for the preceding Financial Year i.e. 2024-25

V. Certificate of Disability issued by a competent authority (if applicable) in the prescribed format.

VI. Certificate of Kashmiri Migrant (issued by a competent authority indicating the status of Kashmiri Migrant)

VII. Certificate for Armed Forces Category indicating their priority identified by the Government of India.

3. **Others**

I. Compulsory Internship Completion Certificate, if applicable, in case of Bachelors programme requiring fulfillment of such criteria for completion of the programme.. Failure to submit the Internship completion certificate as per the conditions above will be considered as non-fulfillment of eligibility requirements and hence liable for cancellation of admission.

II. If candidate is employed, Resignation letter/ Relieving order/ Letter of Deputation whichever is applicable should be submitted at the time of online/physical verification of documents.

**Note: Non-fulfillment of any of the eligibility criteria applicable to the programme to which the candidate has been selected and /or non-uploading of any of the document applicable as mentioned above, will lead to cancellation of provisional selection / admission without any further notice and communication to candidates. In such cases the seat thus becoming vacant will be allocated to the next eligible candidate from the Waiting List.**

**Assistant Registrar (Academic)**